

## Leave Activity Reporting Form Instructions

Employees should complete a Leave Activity Reporting Form when earning or using leave. Please follow the instructions below when submitting your Form:

1. Fill in Part I – **Employee Data** by entering your Social Security Number, selecting your employee status (exempt or non-exempt), and filling in your name and office location.
2. If you are taking leave, complete Part II – **Leave Taken**. Select the type of leave taken from the drop-down list and fill in the hours (use 10<sup>th</sup> of hours, i.e., 8.3 hours, not 8.25 hours), when the leave was taken (date from & date to), and applicable comments.
3. If you are earning leave, complete Part III – **Leave Earned**. Select the type of leave earned from the drop-down list and fill in the hours (use 10<sup>th</sup> of hours, i.e., 8.3 hours, not 8.25 hours), when the leave was earned (date from & date to), and applicable comments.
4. On Part IV – **Signatures**, fill in your name (please use full name) and email the form to your ESD or SLD. The complete listing of ESDs and SLDs is available on the VITA Web site.
5. The ESD or SLD will review the form, sign and date it, select the Directorate, make comments, and email the completed Leave Activity Reporting Form to [HRTIME-Leave@vita.virginia.gov](mailto:HRTIME-Leave@vita.virginia.gov) for processing.

If employees, SLDs, or ESDs have questions about the Leave Activity Reporting Form, they can contact Human Resources via email at [HRQuestions@vita.virginia.gov](mailto:HRQuestions@vita.virginia.gov) or contact VITA's Leave Coordinator, Vicki Price at 804-371-5538.